

**Community Preservation Committee
Meeting Minutes
October 26, 2015**

In attendance were:

Andrew Bengtson
Mike Cayer*
Eric Helmuth
David Levy
Leslie Mayer
Richard Murray
Joann Robinson
Clarissa Rowe
Charles Tirone

Also in attendance:

Adam Chapdelaine
Kevin Greeley
Eve Margolis

*Denotes those not in attendance

- Kevin Greeley opened the meeting and led committee introductions
- Adam Chapdelaine discussed the CPA Committee Bylaw passed by Town Meeting
- Kevin Greeley opened nominations for Chair and Vice Chair of the Committee
 - Clarissa Rowe was nominated and appointed as Chair
 - Eric Helmuth was nominated and appointed as Vice Chair
- Clarissa Rowe continued with the agenda to discuss scheduling CPA training with Stuart Saginor of the Community Preservation Coalition, the statewide trade group. Will look to hold sessions in the afternoon and evening. Will contact ACMi to see if the training can be recorded
- The committee will have 2 years of local tax (\$1.2M for each year), and a match from the state of possibly 26% for FY17
- Clarissa Rowe discussed the timeline for the committee – the warrant article is due by the end of January. Will need to have some recommendations for projects and will need to hold public meetings to get input
- The Park and Recreation Commission have a 10 year capital plan. Leslie Mayer said the Robbins Farm is their big project request for FY17. They have submitted requests to the Capital Planning Committee and will also submit to CPAC
 - Clarissa Rowe mentioned that all of these are eligible for CPA. Historic resources in the town and the housing authority facilities also need attention
 - Capital Planning Committee has highlighted the Parks and Rec and other eligible projects to be reviewed by the CPA Committee if appropriate
 - Adam Chapdelaine believes that if the CPAC does not fund some of the parks and recreation projects it should be reviewed by the Capital Planning Committee

- The Committee discussed the provision that allows for the use of 5% of revenue for staffing purposes. Will need to see how much time is spent this year to decide whether to hire a part time person or use current Town staff. Grant writing could be part of the position
- CPA Coalition also provides technical support if we join
- The Committee will need to make a list of projects that require attention. For example, the Old Burying Ground cemetery is in bad shape. A study was done 10 years ago but should be updated. Joann Robinson agreed and also mentioned the Carriage House and Whittemore Robbins house need repairs
- Should talk to the Housing Authority about affordable housing projects
- The Town Counsel building (Jarvis House) is in bad shape as well. Issue is that the Town does not own the building so it's hard to justify capital spending. Andrew Bengtson suggested looking into investing in the building, getting the Trust to preserve it, and then buying it with CPA funds
- Charles Tirone discussed Conservation projects – Spy Pond is losing its bank. Suggests a study to see how to preserve this.
- The Committee would like to hold hearings with the public to get input and feedback. Will work to schedule after the training session
- Joann Robinson and Andrew Bengtson will review applications and give suggestions to the committee. All requests would need to come through an application process. Lexington and Concord have good applications which include list for submission, application process, requirements, request for project summaries, narratives, budget, feasibility, timeline, etc. Criteria need to be clear
- Clarissa Rowe reviewed the spending allocation for the committee: 10% of funding goes to each open space, affordable housing, and historic preservation. 65% -- 70% can be allocated anywhere within the CPA
- The Committee also discussed the overcrowding of schools and the need for facility planning. Would it meet the CPA test?
- The Committee discussed Open Meeting Law requirements. Additionally, everyone will review the Open Space Plans and Master Plan
- Adam Chapdelaine said the Capital Planning Committee, Board of Selectmen, and Finance Committee can serve as liaisons to the Committee. CPAC will need to provide those committees with draft recommendations before Town Meeting.
- Meeting schedule chosen through February:
 - Potential training on November 16, 2015
 - November 23, 2015 at 7PM
 - December 7, 2015 at 7PM
 - January 11, 2016 at 7PM
 - January 25, 2016 at 7PM
 - February 8, 2016 at 7PM
 - February 22, 2016 at 7PM
- Meeting adjourned